

CONFIDENTIAL

FITNESS REPORTS, FORM 45
(FIELD)
25X1A

| FE/SS/ PERS CONTROL UNIT | BRANCH | C/SS OR | PROCEDURE |
|-----------------------------|-----------|---------|---|
| 1 F-45 | | | <p>A. RECEIVE FOUR COPIES OF EACH FORM 45 PREPARED IN THE FIELD.</p> <p>1 B. CHANGE THE PSEUDO TO TRUE NAME ON ALL COPIES.</p> <p>C. PREPARE A SUSPENSE NOTICE FOR A WEEKLY FOLLOW UP WITH THE PERS/OFFICER UNTIL THE FORMS ARE RETURNED.</p> |
| | 2 F-45 | | <p>2 REVIEW.</p> <p>A. REVIEW FOR COMPLETENESS AND APPROPRIATE SIGNATURES.</p> <p>3 B. FILE ONE COPY IN SOFT FOLDER.</p> <p>C. FORWARD FORMS FOR "S" CAREER SERVICE EMPLOYEES TO C/SS/FE AND FOR "D" CS EMPLOYEES TO [REDACTED] 25X1C4a</p> |
| 3 F-45 | | | <p>4 REVIEW AND RETURN TO PERS/BRANCH CONTROL.</p> <p>5 A. PULL AND DESTROY SUSPENSE NOTICE.</p> <p>B. FORWARD ALL THREE COPIES TO THE OFFICE OF THE CAREER SERVICE CONCERNED.</p> |
| 4 F-45 | | | <p>6 A. AS NOTIFIED BY CONTROL, FOLLOW UP WITH BRANCH, C/SS, ON [REDACTED] ON FORMS DUE.</p> <p>B. FOLLOW UP WITH FIELD ON SUBMITTAL OF REASSIGNMENT FITNESS REPORTS, AS NECESSARY.</p> |
| 5 F-45 | | | |
| 6 F-45 | | | |

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